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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D.C.

LIBRARY  
U.S. DEPARTMENT OF AGRICULTURE  
JUN 25 1943

April 28, 1943

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. E-4

Orders for Services

In the event inspection is requested to determine the condition of processed foods owned by the Federal Surplus Commodities Corporation and stored in warehouses other than the Newark Tidewater Terminal Warehouse, Newark, New Jersey and the Great Lakes Transit Company in Buffalo, New York, Federal Processed Foods Inspectors are hereby authorized to issue an order for services for labor and materials necessary for handling and repackaging the cases opened for inspection, on all lots found upon inspection to be in acceptable condition.

A supply of Order for Services forms, together with instructions on their use, is being sent to all Processed Foods Inspection offices.

Where repair work of this nature cannot be undertaken by the warehouse at which the damage occurred, Federal Processed Foods Inspectors are free to use their own discretion in negotiating for repairing or repackaging outside of the warehouse and to authorize such work by the "Order for Services."

In instances where the cost involved might be great, or where it is not feasible for the inspector to order the work, he should report the damage in detail to the Washington Processed Foods Inspection Office, for transmission to the Commodity Division. The latter will then arrange for necessary repairing or repackaging. It should be noted that where time and experience permit the inspector to act, he should issue an "Order for Services" so that the merchandise may again become available for shipment as quickly as possible.

In the event the commodities inspected are found to be in poor condition, involving salvage of part of the lot, "Order for Services" to repair or repackage the cases damaged due to inspection should not be issued. The inspection report should be forwarded to the Washington Processed Foods Inspection Office as soon as possible for transmittal to the Commodity Division. Decision as to the disposal of the damaged commodities then becomes the duty of the Commodity Division and repair of packages damaged due to inspection will be included as a part of the overall repair and salvage job.

USE OF ORDER FOR SERVICES - FORM AMA-1

Spaces on the "Order for Services" form shall be filled in according to the headings. The O. S. No. will be the number assigned by the inspector

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followed by his initials. Each inspector will number the orders he prepares in numerical sequence beginning with 1. For example, the fourth order issued by inspector John Doe would carry the number 4 J. D.

"Agricultural Marketing Administration" at the top should be changed to "Office of Distribution." "Program No." at the top will be left blank. The words "Purchasing Agent" should be crossed out and replaced by the word "Inspector."

Description of services to be performed should be brief and should indicate only the type of package involved, the cost of work per package, and the number of packages repaired. Charges for labor will indicate briefly the reason for the use of such labor, the number of hours involved, and the rate per hour. (This information may be supplied by the manager of the warehouse.) The latter type of service has reference only to the movement of goods, such as unpling, repiling, necessary to permit inspection to be made. The charges involved, and authorized by the Order, will be established by agreement between the inspector and appropriate warehouse official or other person contracting to do the work.

Original of "Order for Services" (signed by inspector) and one signed copy to the warehouse manager or contractor performing the work, to be attached to voucher when submitting claim for payment. Three (3) copies (1 signed by inspector) to be mailed to the Office of Distribution, Fruit and Vegetable Branch, Room 2057, Washington 25, D. C.

As soon as these three copies are received in Washington, the Office of Distribution will forward a public voucher form to the warehouse manager or person who performed the work so that he may prepare it and submit with the original and copy of "Order for Services" attached to the Office of Distribution for payment.

*W. M. Neal*